

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ILSP Working Group Meeting Minutes - 17 Mar 1988

FROM

Chairman, ILSP
3E14, Hqs.

EXTENSION

NO.

OL 10100-88

DATE

28 March 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

3.

4.

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23 March 1988

MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

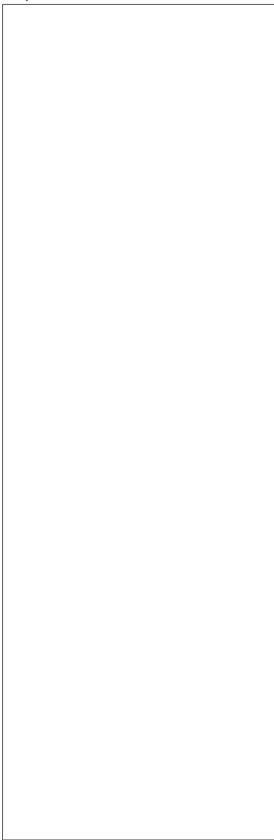
STAT FROM:


Chairman, ILSP Working Group

SUBJECT: ILSP Working Group Meeting Minutes - 17 March 1988

1. The scheduled meeting of the ILSP Working Group (ILSP) was held at 1000 hours, 17 March 1988. The following representatives were present:

STAT


ILSP
ILSP
OIT
ILSP
NBCPD/OIT
NBCPD/OIT
FMD/CMS
OL/BSB
OEA/ES
ILSP
ILSP
OSWR
NBPO Representative
DS&T Alternate
OTE/AD
OSWR
NESA
HSD/OS
OEA
DCI Admin
OSO/SPG
DI Representative
OTS/LOG
DI Alternate
DO Representative

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The meeting followed the scheduled Agenda (Attachment 1).

2. Old Business

A. The minutes of the previous meeting were approved with one exception. It was pointed out by the OSWR Representative that NAASW had submitted revised requirements for their South Tower space. FMD/Design Branch is redesigning the area to the new requirements.

B. The DO has not yet named an alternate ILSP WG member.

3. OL Topics

A. The current NHB 1988 occupancy schedule was reviewed without changes or comments. The proposed NHB 1989 occupancy schedule was presented for the first time to ILSP members for their review and comments. (See Attachment 2) The DI Representative took exception to the relocation of OSWR's TTAC and NAASW components into the NHB South Tower in February, rather than January, 1989. The ILSP Chairman explained that the DCI has directed the relocation of OGC and OIG into the South Tower in January 1989, and that the DDA has directed the relocation of OSO/SPD into the South Tower during the same timeframe. Thus, TTAC and NAASW were pushed backward one month in the relocation. The DI Representative requested that these minutes record the DI's rejection of that proposed scheduling, and he indicated that he would initiate executive level discussions to change it.

B. It was noted that OTE South Tower classroom space was not on the schedule. It will be added to the schedule prior to the next meeting.

C. The question was asked: Is it feasible to accelerate the occupancy schedule for the South Tower? OIT responded that any acceleration is unlikely due to the long lead-time required to gather Wang/data/voice requirements and install the appropriate wiring. January 1989 is considered the earliest feasible date by which the South Tower can be wired and ready for occupancy.

D. The detailed North Tower fit-up schedule was reviewed. (See Attachment 3) It was noted that the DDA, in a memo dated 2/23/88 to the DDS&T, has given the former Collection Group space back to OTS, with the understanding that it would also be used to house OSO/SPD for several years. The Deputy Directors of OSO and OTS have agreed upon a division of the space. The memo directs that OSO/SPD will be moved into their space in January 1989. OTS's relocation into this new space is dependent upon their requirements. The area has already been fitted-up to the original OTS/CG requirements. If OTS can move into the space 'as is', then the OTS component to occupy that

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space can move there in July 1988 with the rest of OTS. If OTS has requirements that change the space configuration, then OTS, OL, and OIT must jointly negotiate a schedule of occupancy of the space.

E. A question was asked concerning readiness of DI conference rooms. It was pointed out that DI conference rooms will be ready when the component moves in.

STAT F. [] provided an update on the fit-up work in the NHB. He stated that OIT had access to the OTS ground floor North Tower NHB on 15 March as scheduled. There will be a 95% design review of the OSWR equipment rooms on 21 March. Carpet installation on OTS 1st floor North Tower (19,000 sq. ft.) will be completed next week. Comments on the SE space design are overdue from the component. [] agreed to check with SE on the delay. ILSP 35% drawings for OGC and IG were ready on 15 March. ILSP is awaiting comments from the components. Requirements for the Office of Personnel were passed to Design Branch. Special Procurement Division, OSO is beginning to put their requirements package together.

STAT G. [] provided an update on furniture for the NHB. Several factors have made it necessary for ILSP to rethink the furniture relocation plan. The sequence of office moves has been changed which impacts the original planning. OSWR was to be the first component moved in. They had purchased nearly 100% new Corry Hiebert (CH) furniture. Therefore, it would have been easy to follow a "box" move plan. Subsequent offices would get a mix of new CH furniture and rehab CH furniture from preceding offices. Due to schedule changes this is not the way furniture will be done. Each office will receive the new CH that they paid for and bring their own existing CH and executive furniture. ILSP will provide further guidance as soon as all of the issues have been reevaluated. ILSP will work with each component to collect their furniture requirements and resolve specific problems. Paybacks or shortfalls of furniture funding will be dealt with on a Directorate basis.

H. The DI Representative requested that the components be consulted in planning details for the moves. C/ILSP agreed and advised that each office point of contact would be brought into the move planning process.

STAT I. [] the NESA coordinator, gave a presentation on how NESA has organized the requirements and planning process. It is a good example for other components to emulate. [] uses LOTUS 123 to consolidate the following data elements: Room Number, Person, Position Number, Items, Serial Number, Property Turn In, Order, Jack Number, Black Numbers and Secure Numbers. [] offered to assist any office representative in setting up a similar program for their office.

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STAT J. [] provided an update on the status of alarm power drops. Sensors are in place but power and conduit need to be installed to the control boxes. A deadline of 15 April has been set for this work in North Tower.

STAT K. The first floor connector to NHB is now open. Flash passes are in effect. See [] for flash passes. Only one pass is needed per group. Hard hats are still required for Central and South Tower.

4. OIT Topics

STAT A. CAMS will be moved the week of 8 April. The [] Center and Batch Complex will be moved on Memorial Day Weekend. They will be up for business on the following Tuesday morning.

STAT B. [] provided the status of wiring in NHB (Attachment 4). Three crews are working; PBX, Wang, and Special, i.e. LANS etc. First floor OTS is complete. Third floor OTS will be complete 18 March. Work is on hold for 2nd floor "Collection Group" spaces for OSO and OTS. NESA and OEA on 6th floor will be completed on 1 April. Work on the 2nd and 5th floor ISCs will start soon. Alarm wire and conduit work will take between 2 to 3 weeks to complete. Alarm work is expected to be completed the week of 4 April.

STAT C. [] raised a concern. With three crews working, some raised deck tiles are being misplaced. He urged all concerned to replace each tile in its exact original orientation.

5. OS Topics

A. A work order is in to have power installed for the alarms by 15 April.

STAT B. [] raised a concern over the placement of picnic tables adjacent to the first floor connector corridor. OS does not have to manpower or badge machines necessary to administer egress and reentry to the picnic table areas. OL took the action to resolve the picnic table location.

C. OS/SESD is conducting a survey for perimeter alarms. Power may be needed at some locations. A Tempest survey is also ongoing.

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6. Outstanding Issues/Questions

A. OIR is collecting requests for cable TV drops. Forty drops are currently planned for the North Tower.

7. Action Item Review

STAT	ILSP-23	DO Alternate AI - remains open- Overdue	<div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> DO
STAT	ILSP-39	Provide alarm dates for schedules - deferred until 17 March - Overdue	<div style="border: 1px solid black; width: 200px; height: 1.2em; display: inline-block;"></div> OS
	ILSP-45	Define CCTV requirements to OIR with copy to ILSP - AI remains open - Ongoing	All Components
STAT	ILSP-46	Report on status of power and transmission lines for alarm systems. - AI Closed	<div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> NBPO:
STAT STAT			<div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> OIT; <div style="border: 1px solid black; width: 80px; height: 1.2em; display: inline-block;"></div> ILSP
STAT	ILSP-47	Schedule meeting to resolve power and transmission lines for alarm systems - AI Closed	<div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> ILSP

8. Action Items Assigned


STAT	ILSP-48	Notify Fine Arts Committee that a numbering system is needed for interior offices in the NHB. - Due 31 March	<div style="border: 1px solid black; width: 80px; height: 1.2em; display: inline-block;"></div> ILSP
STAT	ILSP-49	Obtain from Fine Arts Committee plans for colors of NHB interior corridors - Due 31 March	<div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> ILSP
STAT	ILSP-50	Remove picnic tables from areas over the North Loading Dock. - Due 31 March	<div style="border: 1px solid black; width: 120px; height: 1.2em; display: inline-block;"></div> ILSP

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STAT ILSP-51 Provide occupancy dates for NHB Ground
Floor Center OTS spaces - Due 31 March


ILSP

9. The next ILSP WG meeting is scheduled for 31 March 1988 at 1000
in 3E14 HQs.

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ILSP WORKING GROUP
AGENDA
17 MARCH 1988

- OLD BUSINESS

- Review/Approval of Minutes of previous meeting

STAT

- New DO Alternate ILSP member

- OL TOPICS

STAT

- Overview of ILSP Schedule

- Status of NHB Fit-up Work

- Status of NHB Survey Work

- NHB Furniture Plan -Continued Discussion

STAT

- NESA Log Planning

- Status of Alarm Power Drops

- North, 1st floor connector to NHB is open.
Any problems?

- Assignment of NHB space to OTS and OSO by DDA

STAT

- OIT TOPICS

- Status of PBX, Wang, and special wiring work in NHB

- Status of Computer Systems relocation

- Status of Alarm Wiring conduit work

- Issues/Concerns?

STAT

- OS TOPICS

- Status of Alarm work in NHB

- Issues/Concerns?

- OUTSTANDING ISSUES/QUESTIONS

- Status of OIR request for cable TV drop requirements

- GENERAL ISSUES OR CONCERNS?

- DA
 - O/DCI
 - DI
 - DO
 - DS&T

- ACTION ITEM REVIEW

- NEXT MEETING: 31 MARCH 1988, 10:00 3E14 HQS

Integrated Logistics Support Program

NHB CY 1988 Occupancy Schedule

ACTIVITY	RESP. PERSON	1988																								LATE
		JUN			JUL				AUG				SEP				OCT				NOV					
		20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21		
OIT Phone Operators			▨																						NO	
ISC – 2nd Floor			▨																						NO	
OTS				▨▨▨▨▨▨▨▨																				NO		
ISC – 5th floor							▨																		NO	
OSWR								▨▨▨▨▨▨▨▨																	NO	
OEA												▨▨▨▨▨													NO	
NESA													▨▨▨▨▨												NO	
MPSS																▨									NO	
BSB, CAD, NBPO, OIT																	▨▨▨▨▨								NO	
OTE Classrooms																		▨							NO	
OMS Infirmary																			▨						NO	
OIT Office/Storage																				▨▨▨▨▨▨▨▨					NO	

Integrated Logistics Support Program

NHB CY 1989 Occupancy Schedule

ACTIVITY	RESP. PERSON	1988		1989							LATE
		NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
OIT Offices and ISCs											NO
OIG											NO
OSO/SPD											NO
OGC											NO
OSWR/NAASW											NO
OSWR/TTAC											NO
DO/IMS ISC											NO
SE											NO
AF											NO
PPS											NO
OP											NO
OL											NO
OS											NO
OF											NO

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- 4 Fit-up of OL storage areas only
- 5 Fit-up of OIT storage/office areas
- 6 Fit-up of OP office area around OMS Infirmary
- 7 OSO/SPD only, temporary assignment per DDA memo 2/23/88
- N/A Not Applicable
- ? Date not yet supplied or verified

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